



Capacity Building
Solutions

DIRECT REPORT PROFILE INFORMATION



Name: _____

Company start date: _____

Current Position: _____

Primary Role Responsibilities

Role's Key Performance Indicators



QUESTIONS:



► What is their anticipated next position/role?

► What is their Personality Profile (e.g., DISC, Predictive Index, MBTI)?

▶ What makes them tick?

○ Professionally: _____

○ Personally: _____

▶ What are their unique talents and abilities?

▶ In what type of situations do they thrive?

▶ What is the best way to motivate them?

▶ What is the best way to give them constructive feedback?

▶ In what areas do they need to grow/improve?

▶ In what types of situations do they struggle?

▶ Any significant personal events/issues that may affect them at work (short term/long term)?

▶ Are they married or do they have a significant other? If yes, what that person's name

▶ Do they have kids? If yes: how many? What are their names and ages?



[illegible]